



## COST-SHARE GRANT APPLICATION GUIDELINES – 2003 ROUTE 66 CORRIDOR PRESERVATION PROGRAM



Frontier Motel and Restaurant  
Truxton, Arizona

Segment of Route 66  
Litchfield to Mt. Olive, Illinois



Cottage-style gas station  
Cuba, Missouri

The Route 66 Corridor Preservation Program is dedicated to preserving the rich and diverse historic resources of U.S. Highway 66. The program provides financial and technical assistance to support the preservation of the most significant and representative buildings, structures, road segments, and cultural landscapes along the length of the Route 66 corridor. It also assists preservation planning, research, and educational initiatives related to Route 66. The legislation enabling this assistance is provided through the Route 66 Corridor Preservation Act of 1999 (Public Law 106-45), and is administered through the National Park Service, National Trails System Office – Intermountain Region.

The eligibility and criteria set forth in these cost-share grant application guidelines are for fiscal year (FY) 2003 only, and are subject to revision in subsequent years based on continued development of long-term programmatic strategies and guidelines, and consultation with Route 66 stakeholders.

### Eligible Applicants

- private property owners
- non-profit organizations
- educational institutions
- local government agencies
- state government agencies
- tribal government agencies

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## Available Funds

The cost-share grant funds of the Route 66 Corridor Preservation Program are congressionally appropriated and vary from year to year. At the date of this printing, FY 2003 appropriations had not yet been finalized by Congress, but the estimated total available for cost-share grants is expected not to exceed \$140,000. Applicants may apply for funds in amounts between \$5,000 and \$50,000. Unlike past years, in 2003 *all* grants will require a minimum 50% cost-share contribution.

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## Cost-Share Requirements

In 2003, all grants will be awarded on a matching basis, and the applicant will be responsible for providing at least 50% of the total project cost. Matching funds can be in the form of cash or in-kind contributions. In-kind contributions are services, materials, and /or equipment donated to the project. Cash-matches are encouraged over in-kind contributions.

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## Eligible Projects/Activities

- Historic Structure Reports for structures that are listed on, or have been determined eligible for, the National Register of Historic Places. This may include other significant structures fitting within the 1926-1970 period of national significance. Typically prepared by historical architects, Historic Structure Reports describe the history, current condition, and potential treatment options for a structure or group of structures.
- Professional Building Surveys and/or Archeological Surveys for tribal, state, and local governments. These surveys identify and describe historic properties within an area or region, and may determine the significance or cultural value, condition of, and/or threats to the properties.
- Route 66 Road Alignment or Pavement Preservation Plans by tribal, state, and local governments.
- Local Preservation Management Plans by tribal, state, and local governments.
- Planning, Collection, and Management of Oral Histories.
- Planning and Development of Interpretive or Educational Activities that directly advance the preservation of Route 66. Brochures or materials with an emphasis on tourism are not eligible.

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## Eligible Projects/Activities

(continued)

- Project Planning and Architectural Drawings for preservation, rehabilitation, or restoration projects. Project plans and architectural drawings are typically prepared by registered architects, and must comply with the Secretary of Interior's *Standards for the Treatment of Historic Properties* (see below).
- Preservation, Rehabilitation, and Restoration of eligible historic properties (see examples, page 4). Project plans and architectural drawings, preferably prepared by a registered architect, must accompany project proposals. All work must conform to the Secretary of Interior's *Standards for the Treatment of Historic Properties*, including the use of appropriate materials and repair and replacement techniques. The *Standards* are available through the program office, or on the Internet at: <http://www2.cr.nps.gov/tps/standguide/index.htm>

All preservation, rehabilitation, and restoration projects also must comply with Section 106 of the National Historic Preservation Act of 1966, as amended. Section 106 requires federally funded projects be reviewed by your State Historic Preservation Office during the early stages of project planning to mitigate any adverse effects on historic properties eligible for or listed on the National Register of Historic Places. Grantees are also responsible for complying with applicable State statutes, regulatory requirements, and policies, and for obtaining all necessary local permits prior to the commencement of project work. For more information, contact your State Historic Preservation Office.

Eligible preservation, rehabilitation, and restoration project activities can include repair, restoration, or replacement of:

- doors and windows
- interior and exterior finishes
- floors
- light fixtures
- moldings and trim
- roofs
- foundations
- structural elements
- historic neon and other signs

Ineligible activities include:

- new construction, including building additions
- reconstruction of buildings
- acquisition of property
- general maintenance (e.g., mowing, site cleanup, road re-paving)
- operating costs (e.g., insurance, utility bills)
- new signs
- projects or project phases that have already been completed

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## Eligible Properties

Travel- or automobile-related cultural properties that are listed on the National Register of Historic Places and/or that have a direct relationship to the history of Route 66 are eligible for funding. Although National Register eligibility requires most properties to be 50 years of age or older, significant and representative Route 66 properties exist that are less than 50 years old. Such properties will be evaluated on a case-by-case basis, and may be eligible for funding. All eligible properties must belong to the 1926-1970 period of national significance. The properties must also be on or adjacent to, *and* within view of, a Route 66 road alignment. The properties must retain their architectural and/or archeological integrity.

Some examples of eligible property types include:

- gas stations and automotive repair shops
- restaurants and cafes
- motels, hotels, and campgrounds
- curio shops, trading posts, and other tourism-related businesses or attractions
- road segments and associated road features
- bridges

Other property types, such as theatres, public buildings, and landscape features may be eligible if they have important associations with Route 66 during the period of significance. This association must be well documented in the proposal. However, because these property types are not directly associated with travel or the automobile, they will receive a lower priority in the proposal rating system.

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## Evaluation Criteria

The following criteria will strengthen an application's approval rating:

- Listing on the National Register of Historic Places.
- Direct and significant historical connection to the Route 66 period of significance from 1926-1970.
- Travel- or automobile-related projects and properties.
- Highly endangered properties with demonstrable degrees of physical deterioration of the property, threats to its stability or integrity, or threats from impending development.
- Length of time that the business or resource was associated with Route 66.

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## Evaluation Criteria

(continued)

- Potential for increasing visibility and/or use of Route 66.
- Potential public use or enjoyment of the historic property, or project results.
- Viable provisions for the long-term preservation, protection, and management of the assisted property, including provisions that the property shall be preserved and protected for no less than 10 years.
- Availability of appropriate professional expertise for overseeing the preservation project (vitae and letters showing availability are encouraged).
- Quality and appropriateness of the proposed project work plan, budget, and schedule.
- The potential for the project to serve as a preservation model for other properties along Route 66.
- Documented availability of the cost-share match.
- Comprehensiveness of the application.

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## Application Process

Five (5) copies of the proposal shall be submitted to the program office, or postmarked **by Friday, May 2, 2003**. Applications must include the following:

### 1) Forms

Included within this application package are three forms, which must be completed. They are:

- Application cover sheet, including an estimated project schedule (the maximum allowable project period is three years, although projects completed in a shorter time frame are encouraged).
- Budget proposal sheet, showing cost-share contributions.
- Application checklist.

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## **Application Process**

(continued)

### **2) Narrative Statement**

All proposals must include a narrative, not to exceed five pages (excluding graphics), that addresses the Evaluation Criteria where applicable. Narratives must include:

- Detailed, concise description of the proposed project.
- List or statement of the anticipated end results, or products.
- Statement explaining the intended use, or end goal of the final product, and how it will contribute to the preservation, expanding awareness, and appreciation of Route 66.
- Description of collaborating partners, if any.
- Statement of the availability and type of professional expertise involved in the project.
- Statement of the applicant's commitment and ability to provide a 50% (or greater) match of the project cost.

If the project is a preservation, rehabilitation, or restoration project, the narrative must also include:

- Brief history and description of the historic property(ies).
- Statement of the significance of the historic property(ies).
- Statement acknowledging that the applicant will comply with all appropriate state and federal regulations, policies, guidelines, and requirements, including conformance to the Secretary of the Interiors Standards for Treatment of Historic Properties, and review of project plans by the State Historic Preservation Office.

### **3) Graphics**

Graphics are necessary for preservation, rehabilitation, and restoration projects, and shall include:

- Map showing property location.
- Labeled photographs (digital and/or color Xerox are allowable) of overall property, and detailed existing conditions.
- Architectural drawings of existing conditions and work proposed, preferably prepared by a registered architect. If architectural drawings have not yet been created, their production may be included as part of a preservation, rehabilitation, or restoration project proposal.

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## Review Process

Route 66 Corridor Preservation Program staff will review eligible applications, and select projects to be awarded cost-share grant funds. The program bases its decisions on the Eligibility and Evaluation Criteria defined in these guidelines, and on recommendations from peer reviewers. Incomplete applications will not be reviewed or considered for funding. All applicants will receive notification of results within two months following the application deadline.

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## Contacts

Please submit applications to:

The Route 66 Corridor Preservation Program  
National Trails System Office – Intermountain Region  
National Park Service  
P.O. Box 728  
Santa Fe, New Mexico  
87504-0728

Physical address:

2968 Rodeo Park Drive West  
Santa Fe, New Mexico  
87505-6351

Direct inquiries to:

Telephone: 505-988-6701  
Fax: 505-986-5214  
E-mail: [im\\_rt66@nps.gov](mailto:im_rt66@nps.gov)

The *Cost-Share Grant Application Guidelines – 2003* can be printed from the Route 66 Corridor Preservation Program website at:

[www.cr.nps.gov/rt66/grnts](http://www.cr.nps.gov/rt66/grnts)

# Application Cover Sheet

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**Applicant Type:**

\_\_\_\_\_ City      \_\_\_\_\_ County      \_\_\_\_\_ State agency      \_\_\_\_\_ Tribal agency  
\_\_\_\_\_ Educational institution      \_\_\_\_\_ Non-profit organization  
\_\_\_\_\_ Private property owner      \_\_\_\_\_ Other (please specify \_\_\_\_\_)

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**Project Title:**

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**Applicant Name:**

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Estimated Project Schedule** (maximum allowable project period is three years):

<u>Action</u>	<u>Completed by (M/D/Y):</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____

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**Applicant signature certifies that the information contained within this application is true and correct** (original signature, not photocopied, is required on one copy):

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**Applicant** (signature)

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**Applicant Name and Title** (print or type)

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**Submit to:**

Route 66 Corridor Preservation Program  
National Park Service  
P.O. Box 728  
Santa Fe, NM  
87504-0728

Physical Address      2968 Rodeo Park Drive West  
(package      Santa Fe, NM  
delivery only):      87505-6351



# Budget Proposal Sheet

Use this form to propose your estimated budget. Itemize each applicable category on a separate sheet, showing totals.

Categories	NPS Grant Contribution	Applicant Cash Contribution	Applicant In-Kind Contribution
<b>Administration</b> (List all persons, titles, hours, and rates of pay)	\$	\$	\$
<b>Supplies &amp; Equipment</b> (List each item)	\$	\$	\$
<b>Travel &amp; Per Diem</b> (List mileage, airfare, per diem, and hotel.)	\$	\$	\$
<b>Other 1</b> (specify)	\$	\$	\$
<b>Other 2</b> (specify)	\$	\$	\$
<b>Totals</b>	\$	\$	\$

# Application Checklist

To be eligible for funding consideration, each application must include the items below, and any other documents that are pertinent to the proposal. Include this checklist with your application. Please use the check boxes to indicate that the application is complete.

**Project Title:** \_\_\_\_\_

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**1. FY 2003 Application Cover Sheet** (five copies)

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**2. Budget Proposal Sheet** (five copies)

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**3. Narrative Description of project, as specified on page 6 of Application Guidelines** (five copies)

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**4. Graphics, as specified on page 6 of Application Guidelines** (five copies)